



May 5, 2020

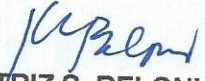
**MEMORANDUM CIRCULAR NO. 09**  
Series of 2020

**T O: All College Deans, Department Heads, Directors**

**R E: Hiring of Faculty**

Please be informed that all requests for hiring of faculty for 1<sup>st</sup> semester SY 2020-2021 should be submitted to the APB on or before May 15, 2020. The APB will meet online to deliberate on the requests. Once your request is approved, you have to publish/post the vacancy following CSC requirements. You may screen your applicants (interview & teaching demonstration) online via Zoom, Google Hangout, Skype or other available videoconferencing tools. All recommendations for hiring should be submitted to the APB on or before July 1, 2020 so that the faculty hired will have enough time to prepare instructional materials and virtual classrooms for the subjects he/she will teach.

For your guidance and compliance.

  
**BEATRIZ S. BELONIAS**  
Vice President for Instruction